



NEIGHBORHOOD MATCHING GRANT PROGRAM

2016 MINI-GRANT FOR PROJECTS UNDER \$1,000

The Neighborhood Program offers grants up to \$1,000 for small neighborhood projects when matched by the community in volunteer labor, professional services, and cash or donated materials. Examples of eligible projects may include neighborhood clean-ups, small art projects, or reinvigorating a neighborhood association through educational opportunities. Neighborhood matching grant funds have resulted in many physical improvements in the neighborhoods, as well as community strengthening activities.

Note: Food products, gas, and/or alcohol are not eligible for funding.

All grant projects must be completed and all paperwork submitted by November 11, 2016.

Complete the Mini-grant Application and return it to: City of Renton, Department of Community Services, Neighborhood Program, 1055 South Grady Way, Renton, WA 98057, or send it by email to neighborhoodprogram@rentonwa.gov or cstanley@rentonwa.gov.

Staff is available to assist you in addressing any questions or concerns you may have.

NEIGHBORHOOD MATCH

Grant projects require a dollar-for-dollar neighborhood match for City funds awarded. For every dollar requested through the grant fund, one dollar of match must be provided by the applicant organization. Volunteer labor equates to \$26.72 per hour. Your Neighborhood Match can include donated materials, cash, and/or volunteer labor. (Please include a detailed list of volunteer names and hours).

APPLICANT CONTACT INFORMATION *(All correspondence will be made to the contact person.)*

Today's Date: _____

Neighborhood Name: _____

Name of Board President: _____

Project Contact Person: _____

Day Phone: _____ Work/Evening Phone: _____

Mailing Address: _____ Zip Code: _____

Email address: _____

Project Address or Location: _____

Name of Project: _____

Estimated Cost: \$ _____

Date of Project Start _____

Date of Project Completion: _____

Give a brief description of your project and how it will foster a sense of community.

Example: We wish to reinvigorate our active/inactive association by _____

Example: We wish to implement a neighborhood cleanup, which will include _____

How will your neighborhood match be equal to, or greater than, the requested grant amount? (What services, labor, materials, or money will your neighborhood group be contributing?)

Example:	
Match item	\$800.00
Requested Amount	Estimated Value
Volunteer labor hours x \$28.99/hour (8 volunteers @ 4.0 hrs.)	\$927.68
ESTIMATED TOTAL VALUE OF MATCH:	\$927.68

REQUESTED FUNDING AMOUNT \$ _____

How much is it going to cost to do this project? \$ _____

If applying for an educational opportunity, such as training and/or conferences that are directly associated with improving a neighborhood, minutes must reflect the information. The information would include the name of the designated board member and the position they hold. Eligibility is one application per neighborhood per conference.

List each item of the project separately.

Please attach any quotes for items or services.

ITEM	SOURCE / VENDOR	COST
Total Estimated Cost:	Funds Requested:	Total Match:

NOTE:

- *Grant funds are public dollars and audit requirements must be met for all funds spent. The City of Renton Finance Department processes all grant accounts.*
 - *Checks will not be made out to individuals, but only to the neighborhood association. It will be your responsibility to seek reimbursement from the neighborhood association.*
 - *Liability insurance will be the responsibility of the neighborhood group, or property owner when the project is located on private property.*
 - *If you are requesting a grant for a conference that includes travel, the City of Renton does not accept any liability related to your scheduled event.*
 - *All receipts must accompany your final report before reimbursement can be made. Once the City of Renton Finance Department has reconciled all receipts, reimbursement will be made to the neighborhood association.*
 - *A letter reflecting the board's decision for approval must accompany the application, including name and position on the board.*
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The signatory below declares that she/he is the elected chair or president of the application group or agrees to lead the group to undertake this project, and that any funds received as a result of the application will be used only for purposes set forth herein:

Project Coordinator (print): _____ **Signature:** _____
Address: _____ **Day Phone:** _____
Zip Code: _____ **Evening Phone** _____
Email Address: _____

(President) Signature _____ **Date:** _____
Address: _____ **Day Phone:** _____
Zip Code: _____ **Evening Phone** _____
Email Address: _____

I learned about the Mini-grant Matching Grant Program from:

FINAL PROJECT REPORT

Upon the completion of the project, neighborhood groups will be required to provide a Final Report to the City along with photographs and documents that were created and printed with the use of grant money.

PLEASE LIST THE VOLUNTEERS WHO PLEDGE TO WORK ON THE PROJECT:

Volunteer Name	Phone	Hours for Match	Email Address
Total Match Hours: _____			